

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PRACTICAL NURSE-LICENSED

JOB DESCRIPTION

Employees in this job provide skilled nursing services to patients in state mental health facilities (psychiatric hospitals or centers for the developmentally disabled), public health facilities (veterans' hospitals) and correctional facilities (prisons), under the direction of a professional registered nurse or medical doctor, and provide a variety of related services to maintain a safe, therapeutic environment.

There are two classifications in this job.

Position Code Title – Practical Nurse-Licensed-E

Practical Nurse-Licensed E9

This is the experienced level. The employee performs a full range of licensed practical nurse assignments using independent judgement in making decisions where alternatives are determined by established policies and procedures.

Position Code Title – Practical Nurse-Licensed-A

Practical Nurse-Licensed 10

This is the advanced level. The employee serves as a team leader, scheduling, coordinating, and overseeing the work of teams of lower level licensed practical nurses, which may include resident care aides. As team leader, the employee serves in a lead worker capacity.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

In accordance with Section 161 of the Michigan Public Health Code, the licensed practical nurse performs nursing acts, functions, or tasks under the delegation and supervision of the registered nurse.

Administers nursing procedures to patients in accordance with patient's nursing care plans, such as sterile dressings, soaks, compresses, enemas, suppositories, tube feeding, oxygen therapy, range of motion therapy, catheterization, diabetic care, pre- and post-operative care, etc.

Sets up prescribed medications in accordance with patients' nursing care plans.

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Administers medications to patients orally, intra-muscularly, or subcutaneously.

Monitors effects of medications; records medications given and patients' reactions.

Observes and monitors movement and activities of patients in the ward.

Writes periodic progress notes, nursing notes, and reports of unusual incidents.

Assists in carrying out rehabilitation programming and activities for residents such as role model interactions, development of social skills, development of daily living skills, reality orientation, recreational skills, etc.

Assists in controlling aggressive or disruptive behavior.

Provides personal care services to patients including oral hygiene, bathing, hair care, nail care, shaving, diapering, and dressing.

Records treatments given in patients' charts.

Takes, records, and monitors patients' vital signs.

Provides bed care to patients, re-positioning, ambulating, assisting with elimination needs, moving to and from wheel chairs, etc.

Assists patients at mealtime and feeds patients needing such assistance.

Performs such safety and housekeeping assignments as washing and changing beds, spot cleaning spills, making safety rounds, overseeing smoking areas, searching for contraband, reporting unsafe furniture or equipment, etc.

Discusses resident behaviors and responses to treatment with treatment team members and patients' family.

Provides emergency assistance as needed.

Attends required in-service training.

Transports and accompanies patients to appointments on and off facility grounds.

Transcribes physicians' orders.

Assists physicians while making rounds.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Practical Nurse-Licensed 10 (Lead Worker)

Performs non-nursing functions related to the administration of the nursing care plan prescribed by the registered nurse.

Schedules work assignments, determines work priorities, and oversees the work of licensed practical nursing staff and resident care staff.

May function in relief or the absence of the immediate supervisor.

Provides guidance and advises nursing staff regarding methods and approaches to deal with patient care problems.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of practical nursing techniques and methods.

Knowledge of methods used in implementing resident care program objectives.

Knowledge of medications and treatments used in patient care.

Knowledge of infection control procedures.

Some knowledge of mental or behavioral characteristics of physically or mentally disabled people.

Ability to follow verbal and written instructions.

Ability to observe and record information used to make clinical and program staff decisions.

Ability to observe and evaluate conditions, reactions and changes in the physical and mental condition of patients.

Ability to maintain appropriate attitudes and conduct necessary to the welfare of patients.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Practical Nurse-Licensed 10

Considerable knowledge of patients' rights and the nursing care policies of the facility.

Ability to train, guide and evaluate other licensed practical nurses.

Ability to organize and coordinate activities of a nursing care team.

Ability to allocate work assignments to other licensed practical nurses.

Ability to determine work priorities.

Ability to resolve complex work related problems.

Working Conditions

Some jobs require an employee to be assigned to work on any day of the week and on any shift.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Physical Requirements

The job duties require the employee to handle the physical demands of the work including lifting and positioning patients, walking, use of restraints, and aggressive behavior management practices.

Education

Possession of a certificate from an accredited practical nursing education program (one year college level program).

Experience

Practical Nurse-Licensed E9

No specific type or amount is required.

Practical Nurse-Licensed 10

One year of experience as a Practical Nurse - Licensed E9.

Special Requirements, Licenses, and Certifications

Michigan licensure as a Practical Nurse.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PRACNURSE	Practical Nurse-Licensed

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Practical Nurse-Licensed-E	PLNURSEE	U11-014
Practical Nurse-Licensed-A	PLNURSEA	U11-030

ECP Group 1
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